

## JOB DESCRIPTION

Defend Our Health

Title: **Researcher/Analyst/Writer**

Status: Exempt, Regular, Full Time, Manager Level

The Researcher/Analyst/Writer is responsible for generating compelling, science and fact-driven written material to help advance Defend Our Health's programs. This position will work across all of our program areas, supporting our efforts to prevent exposure to dangerous chemical toxics as well as promote sustainable, climate-friendly biobased alternatives. As the organization works to develop a research team, this position could grow into a high level position with supervisory responsibility.

The Researcher/Analyst/Writer will synthesize and summarize information from sources ranging from scientific studies and industry fact sheets to government databases in order to generate reports, fact sheets, blogs, and other content that is easily understood and appealing to audiences ranging from moderate to non-existent technical background. The position requires the ability to work directly with raw data and perform basic statistical analyses and matching with other data sets to help uncover trends or identify new avenues for our advocacy work.

### **Major Responsibilities**

1. **Action Oriented Research** – Help to ask and answer the questions that will inform our work, drive our programs forward, and make change.
2. **Analysis and Synthesis** – Summarize information from scientific studies, government publications, and other sources. Utilize basic data analysis tools to generate relevant information from data sets.
3. **Persuasive Communications** – Develop thoroughly researched and documented memos, reports, and presentations that convey complex technical information in ways relevant and persuasive to key audiences and decision makers.
4. **Information Monitoring** – Develop subject matter expertise in our program area topics and share with program staff key developments and emerging trends.

### **Specific Duties**

#### **ACTION ORIENTED RESEARCH**

- In consultation with program staff, identify topics where attainable additional information would help drive action from decision makers or grassroots advocates.
- Develop research questions and plans that are focused on creating content that is useful for our campaigns and programs.
- Rapidly respond to information requests from program staff to help counter misstatements from opposition, answer questions from the media, or better make the case for our proposals or campaigns.
- Create and implement "citizen science" projects that engage grassroots supporters and help advance programmatic goals.

#### **ANALYSIS AND SYNTHESIS**

- Identify, review, and interpret scientific and technical literature, summarizing the key findings and trends.

- Obtain, clean, and utilize raw data from environmental sample databases, chemical use reporting, importation records, or similar data sets to help answer programmatic questions.
- Combine data from multiple sets or with publicly available aggregate data (such as from the census or public health indicator data) to further provide relevant analysis for our programmatic work.
- Perform basic statistical analysis of data as necessary to summarize larger datasets and determine correlations and trends.
- Maximize the utilization of no and low cost options for information collection and analysis, while recommending the most cost-effective investments within a very modest budget for research services and tools.

### **PERSUASIVE COMMUNICATIONS**

- Generate compelling, clear, and well supported written communications informed by research and analysis and focused on driving actions to meet our programmatic goals.
- Draft programmatic fact sheets, issue briefs, reports, slide decks, comments on regulatory actions, and other materials to reach a wide range of critical stakeholders and targets based on programmatic needs.
- Develop clear and compelling charts, graphs and other visual presentations of data and facts to help a wide range of audiences understand the content.
- Coordinate closely with the communications team to develop content needed for our organizational website, blogs, and social media channels.
- Cultivate relationships with key members of traditional and trade press.

### **INFORMATION MONITORING**

- Develop subject matter expertise in focus areas for our programs, including familiarity with key academic or industry researchers, institutions, and thought leaders.
- Maintain familiarity with available datasets, and their promise and limitations, that are especially relevant to our work.
- Collect and review academic, industry, and government reports that are relevant to our areas of work.
- Continuously review relevant news sources, Google Alerts, publications, blogs, websites, and other sources to remain current on relevant developments.
- Regularly share key developments and summaries of new information with program staff.

### **Additional Responsibilities Shared with Other Staff**

### **STRATEGIC PLANNING, EVALUATION, & PROGRAM SUPPORT**

- Develop goals and work plans for the organization's campaigns and support their integration into annual and longer term strategic plans and work plan
- Regularly document progress towards annual and multi-year goals
- Share relevant information internally and collaborate with the communications team to share with external audiences
- Represent the organization positively in public at all times by acting as a professional representative and ambassador
- Support the mission and goals of the organization across all programs areas, assisting other teams from time to time with pressing needs

## **FUND DEVELOPMENT**

- Draft content for and/or submit grant proposals and reports to funders
- Maintain relationships, including through regular communications, with key foundation staff
- Solicit individual gifts from prospective major donors as assigned, by mail, phone, and in person
- Assist in researching interests and capacity of prospective donors
- Participate in donor cultivation and solicitation activities in support of small donor development, including by phone, email, or mail

## **ADMINISTRATION**

- Maintain accountability to administrative systems and procedures, including submitting timesheets, expense reimbursements, invoices, lobbying reports, etc. by the deadlines assigned
- Participate actively in staff meetings and retreats and Board meetings when requested

### **Reporting and Authority**

The Researcher/Analyst/Writer reports to the Deputy Director, but will also be accountable to project managers overseeing specific projects. The Researcher/Analyst/Writer has delegated authority to implement approved plans and make implementation decisions related to assigned tasks and will consult with the Deputy Director before deviating from approved plans or making decisions that significantly affect program goals, resource allocations or other team members. The Researcher/Analyst/Writer will analyze options and make recommendations for decision by the Deputy Director on major decisions.

### **Qualifications**

- Minimum three years directly relevant professional experience, preferably in a closely related topic area.
- Exceptional written communication skills with proven ability to generate technically informed persuasive writing under deadline.
- Adept at science communication and translation for a lay audience.
- Demonstrated ability to master complex technical and scientific information and synthesize information across multiple disciplines, with exceptional ability to summarize and translate it to a lay audience.
- Experience in data analysis and ability to use general tools such as R, Access, or even Excel to combine multiple data sets and extract relevant information.
- Demonstrated familiarity with basic statistical concepts.
- Strongly self-motivated and directed, with the capacity to work effectively in a team with extensive amounts of feedback and revision to work products.
- A bachelor's degree in a relevant discipline, with a masters or higher preferred.

*Defend Our Health is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, protected veteran status, disability, age, or national origin.*